



## INTERNSHIP

**Position:** Chamber Marketing & Economic Development Data Outreach Internship

**Location:** Morton Chamber of Commerce/Economic Development Council office

**Reports To:** Director and CEO

**Hours:** 15 hours per week (approximately)

**Desired Availability:** Present – November 2017

**Compensation:** Paid internship (\$8.50 per hour), letter of employment recommendation and resume building

**Overall Responsibilities:** Assist the Events and Program staff team through the development of written materials, social media, organize Chamber programs, updating reports, Pumpkin Festival planning, and contact with current members. Assist Community Development Director of Economic Development on data collection and reports, website and social media updates and research on industry and business sectors.

### **Chamber Special Events and Programs duties may include**

- Drafting letters, emails, and other documents with provided content for the Chamber's events and programs
- Program and Event planning and organization
- Attend meetings with staff
- Maintain Community and Business news
- Set up, registration, and clean up at programs and events
- Pumpkin Festival planning, preparation and coordination at event

### **Economic Development Council (EDC) Data Outreach duties may include:**

- Creating and updating spreadsheets
- Website and social media updates
- Available Property/Location listing updates
- Researching various industries, businesses and their contacts

### **Desired skills and qualifications:**

- Declared major or field of experience in Event Management, Communications, Public Relations, Interpersonal Communication, Organizational Communication or Marketing, or Tourism are preferred
- Detail-oriented
- Meeting and Interacting with People
- Familiarity and working knowledge of Microsoft Office software and social media
- Possess excellent verbal and written communication skills
- Able to manage multiple tasks simultaneously and work independently

**Benefits:** During internship at Chamber/EDC, you will learn the art of supporting businesses and community building while working with the entire staff. You will have the opportunity to implement event planning and hosting, program development, board of directors and committee communication, membership engagement, marketing, office management, economic development growth, and relaying information gathered to the internal staff of the office. You will be gaining valuable knowledge in networking possibilities, career opportunities, real world business experience, and a wonderful asset to include on your resume.

### **How to Apply:**

Interested applicants should email their cover letter and resume to Chamber/EDC Administrator at [mkull@mortonillinois.org](mailto:mkull@mortonillinois.org) by Wednesday April 12, 2017.